

## RESEARCH PAPER CHECKLIST

: : : : : : : **Must accompany your final paper** : : : : : : :

- Paper includes:
  - a **title page** with the title of the paper, your name, the number and name of the course, and the date;
  - an **introduction**, where you describe your topic, specify your research question, and preview the main points of your paper;
  - a **body**, in which you describe and explain what is known about the answer to your question, employing published scholarly research;
  - a **conclusion**, in which you review your major points, tie them together, and hopefully reach some sort of conclusion about the answer to your research question; and,
  - a **references section** which includes all the work referenced in the paper, listed in alphabetical order by the author's last name.
- Pages numbered.
- Times New Roman 12 point font.
- 1 inch margins (left, right, top, bottom). *This requires you to change the default settings in Microsoft Word.*
- Double-spaced.
- Appropriate parenthetical in-text citation: (Author Year). If a direct quotation: (Author Year, Page No.).
- Ideas, arguments, concepts, phrases, and sentences taken from other sources appropriately cited. ***"By checking this box, you affirm that all work in this paper is your own, and that all sources have been properly cited" (Mosley 2003).***
- Spell-check.
- Proofread.

Mosley, Layna (Associate Professor, University of North Carolina, Chapel Hill). 2003. "Research Paper Guidelines and Checklist." Accessed 26 September 2008 <<http://www.unc.edu/~lmosley/courses.html>>